

SECTION 2

CIRCULATION SERVICES

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Library Cards

Any person wanting to check materials out of the Library must have a valid Arcadia Public Library card.

The library issues two types of cards: standard cards and student cards. Standard cards are available to adults and minor children who apply for cards in the presence of a responsible adult. Student cards are available to minor children who apply for a card without a responsible adult present (see **Cards for Minor Children**).

Standard Cards

Proof of identity and verification of status as a resident of California are required to qualify for a Library Card.

A valid government-issued photo identification document or card (e.g., a California driver's license, a passport) is required for proof of identity.

Two documents with a current California street address are required for residency verification (one of which can be the card or document used for identification purposes). Examples of acceptable documents include:

- A driver's license
- Rent receipts
- Auto registrations
- Mail delivered to the current street address by the U.S. Postal Service within 30 days of applying for a library card

An applicant without proper identification will not be issued a library card. If the proof of identity does show the applicant's current California address, but the applicant cannot immediately provide verification of the address with one other piece of documentation the applicant can be issued a library card with a temporary, limited "new" status, as described below (see **Loans**).

If the proof of identity does not show the patron's current California address, or if the proof of identity shows a post office box rather than a street address, the patron must verify this address with two additional forms of identification showing their current California street address, or present two pieces of mail delivered to them (within 30 days) by the U.S. Postal Service at that address before they can be issued a library card.

An applicant must be present to receive a library card. Applications for library cards will not be accepted fifteen minutes or less prior to closing the Library. The first Library Card issued to each patron is free. A fee is charged for replacement cards.

Cards for Minor Children

A child, 17 years or younger, must have the written, in-person consent of a responsible adult to receive a standard Library Card. The responsible adult must present acceptable identification as described above, along with information verifying current address.

If a responsible adult cannot be present, a child, 17 years or younger, may receive a **Student Card**, which allows children to borrow no more than two (2) items at a time. To obtain a Student Card, the child must submit a completed library card application signed by a responsible adult. The responsible adult has the option of upgrading the Student Card to a Standard Card at any time, but must be present with the child and must present a valid photo identification card and proof of current address. The responsible adult assumes full responsibility for items checked out on the child's card.

Lost cards

Any items checked out on a lost/stolen card, before notification to the Library of the problem, are the responsibility of the patron to whom the card is issued.

Loans

Initially, all patrons receiving a standard Library Card will be limited to borrowing five (5) items at a time. Patrons that successfully return all the items and complete address verification, will be allowed to borrow up to sixty (60) items at the same time. If patrons do not complete address verification within ninety (90) days, their cards will expire.

Due to shortages in collections, staff may limit the amount of items checked out to a patron by type, material, or subject. Children receiving a Student Card will be limited to borrowing two (2) items at a time.

Renewals

In general, items may be renewed one time. Items that cannot be renewed are: items that have a waiting list, items that have been renewed before, or items on accounts that have accrued fines or fees over \$3.00.

Teachers

While there is not a special loan period available, teachers are encouraged to make use of the customized loan preparation provided by the Children's Services Section.

Payment for lost or damaged material

Patrons will be charged the replacement cost plus a processing fee for any lost material or items damaged beyond repair.

Overdue materials

The following excuses will be accepted and the overdue fines waived one time only:

1. The patron claims the item(s) were never checked out on his/her library card.
2. The patron claims the item was returned.

Collection Agency

Library patrons may be contacted by an outside collection agency concerning overdue or lost materials, or excessive fines. A collection agency referral fee will be added to outstanding charges per account.

Program for Homebound Patrons

Customized loan preparation may be provided to homebound Arcadia residents not in residential facilities. Every effort is made to provide free delivery and pickup through volunteers.

LIBRARY FINES AND FEES

Overdue library materials

Per day, per item	\$.25
Maximum fine, per item	\$10.00

Items lost or damaged beyond repair

Replacement cost of item	varies
Processing charge for lost items	
Paperbacks	\$ 3.00
All other materials	\$10.00

Internet Use

With Arcadia Library card	2 hrs - no charge
Guest Pass	\$ 2.00/ 2 hrs

Collection Agency referral fee, per account

\$15.00

Book reserve

\$ 1.00

Interlibrary loan requests

Books & microfilm or fiche	\$ 3.00
Plus postage and any other fees added by lending institution	
Photocopies	
No charge for first 25 pages	
Each page over 25 pages	\$.10 page

Library card

First card	no charge
Replacement fee for lost, stolen or damaged card	\$ 4.00

Photographic reproduction of historic materials

Customer will pay charges directly to the photographer chosen to create the copy

Fee for private or non-profit use per item	\$ 5.00
Fee for commercial use, public display or publication per item	\$20.00

Meeting Rooms

Auditorium (min 2 hrs)	\$80.00 / hr
Cleaning fee if food brought in	\$50.00 / event
Use of piano	\$50.00 / event

City Council adopted Resolution 6463 ratifying the Library Fines and Fees effective June 1, 2005.

City Council adopted Resolution 6594 adding media container replacement fee effective January 1, 2008.

City Council adopted Resolution 6636 ratifying the Library Fines and Fees effective August 5, 2008.

City Council adopted Resolution 6691 ratifying the Library Fines and Fees effective September 2, 2009.

City Council adopted Resolution 7047, on 10-21-14, ratifying the Library Fines and Fees effective January 1, 2015.